

**United States Department of the Interior  
BUREAU OF LAND MANAGEMENT  
National Human Resources Management Center  
Denver Federal Center, Building 50  
P.O. Box 25047  
Denver, CO 80225-0047**

In Reply Refer To:  
1341 (HR-210) P

December 2, 1999

EMS Transmission

Instruction Memorandum No. HR-2000-017  
Expires: 09/30/2000

To: Deputy State Directors, Support Services

From: Director, National Human Resources Management Center

Subject: Remote Entry Time and Attendance Reporting System (RETARS)  
Y2K Contingency Plan for Computer Operations

DD: 12/23/99

While both the Federal Personnel Payroll System (FPPS) and RETARS have been certified as Y2K compliant, the RETARS Contingency Plan was developed in case of a system failure. Responsibility for part of the contingency process lies with the computer operators that transmit RETARS batches to the Department of the Interior's National Business Center (NBC - formerly know as the Administrative Service Center).

Your RETARS computer operator copies the T&A files to a separate server each pay period. This ensures T&A records can be transmitted to NBC each pay period in case of a system failure and that all employees will receive a paycheck in a timely manner.

Concerns with Y2K have required that we add an additional step to the back up process in case of a Bureauwide system failure. Therefore, each RETARS computer operator must transmit all pay period 9926 batches to NBC in a single transmission no later than Tuesday, December 21, 1999. A duplicate transmission must be sent to the National Information Resources Management Center (NIRMC) by **December 23, 1999** to serve as a back-up in case of a system failure. Additional instructions regarding the transmission to NIRMC will be forthcoming. The computer operator must also perform the normal contingency function in case of a local failure.

If a Bureauwide system failure occurs and cannot be corrected in a timely manner, we will use the data stored at NIRMC to transmit T&A information to NBC.

NHRMC will continue to monitor the transmission and processing of the RETARS files throughout the end of 1999 and beginning of the 2000. If any problems processing T&A records arise, we will notify you as soon as possible.

If you have any questions regarding the above or the RETARS Y2K contingency plan, please contact Melissa Dukes at (303) 236-6689. If you have any questions regarding the RETARS normal contingency function, or the contingency transmission to NIRM, please contact Cindy Liebe at (303) 236-4668.

Signed by:  
Linda D. Sedbrook  
Director

Authenticated by:  
Darlene Robitaille  
Secretary

cc: Y2K POCs  
Jim Blancett, NI-121

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